

IN THE IOWA DISTRICT COURT FOR THE FIFTH JUDICIAL DISTRICT

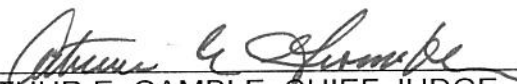
IN RE THE MATTER THE
CONVERSION OF POLK COUNTY
COURT DOCUMENTS FOR
PURPOSES OF TRAINING

ADMINISTRATIVE ORDER 2013-6

WHEREAS Iowa Court Rule 16.102 authorizes the Chief Judge of a Judicial District to order the conversion of paper court files to an electronic file for any case not yet subject to the Iowa Rules of Court Chapter 16 Rules Pertaining to the Use of Electronic Document Management System (EDMS); and to properly train the staff of the Polk County Clerk of Court, the use of actual court cases is necessary. Accordingly:

NOW, THEREFORE, IT IS HEREBY ORDERED that actual paper case court files may be converted to electronic file format before the respective "Go Live" dates for each division of the Polk County Clerk's Office and Court system. However, until such time as the actual "Go Live" date is determined and occurs for each division, such court files converted during the training process will be maintained in a duplicate paper format and shall be administered for court business in the paper format for all other purposes including court proceedings, notices and judicial rulings.

DATED this 28th day of January, 2013.


ARTHUR E. GAMBLE, CHIEF JUDGE
FIFTH JUDICIAL DISTRICT OF IOWA

Cc: Randy Osborn, Polk County Clerk of Court
Cindy Johnson, Deputy Polk County Clerk of Court
Joshua Miller, Compliance/Training Coordinator, Polk County Clerk of Court's Office
All Supervisors of the Polk County Clerk of Court's Office
Elizabeth Baldwin, District Court Administrator
Anne Sheeley, Asst. District Court Administrator
Ken Bosier, Information Technology Director, Iowa Judicial Branch – EDMS Trainers
Marsha Fox, ICIS Staff
Brian Glass, ICIS Staff
Diana Swanson, ICIS Staff
Nicole Clark, ICIS Staff

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CLERK DISTRICT COURT